OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Law Office Clerk/Administrative Assistant
Organization Name	Barbara A. Marcouller, P.S.
Job Location	Downtown Seattle
Address	1511 Third Ave. Seattle WA 98101
Pay Rate	$10.00 - $13.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Barbara Marcouiller
Phone Number	206-903-0450
Email Address	barbara@marcouillerlaw.com
Website	
EIN	91-2134596

Nature of Organization
Private law firm.
Duties and Responsibilities
Direct contact with clients at attorney instruction to verify status of case, missing documents or information. Forwarding notices received such as filing receipt notices and appointment or hearing notices to clients. Prepare cases for filing including complying with regulations and rules regarding page numbering, tabbing, copying, proper cover sheet,list of attachments, etc. Updating file notes in computer system and hard copy file, and maintaining complete records on all casework and client contact. Additional work as requested by attorney
Minimum Qualifications
Superior written and oral communication skills in English, highly organized and detailed. Thorough and careful in all work, yet able to function highly effectively under extreme time pressure (not routinely but it will happen). Highly professional and able to work effectively with clients from all cultures and education levels from internationally renowned medical researchers to those with no educational opportunity, as well as government officials, Spanish fluency.
Educational Benefits

Experience using a law firm computerized case management system, preparing cases for filing understanding technicalities involved in legal filings and level of detail required in legal work, knowledge of some of the types of immigration cases and the legal complexities and work involved in that area of law.
How to Apply
Send detailed resume and letter of interest BY EMAIL to barbara@marcouillerlaw.com

Job Number: 40BARB01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%